



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Deputy Chief, IC Facilities & Logistics

Position Number: PB028

Position Grade: GS-15

Salary Range: \$148,484 - \$176,300 (not applicable for detailees)

Vacancy Open Period: 06/09/2022 – 06/24/2022

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: DNI/PC

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

Who May Apply

For a cadre assignment:

- Current ODNI permanent cadre at the same grade as the advertised position grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate will be assigned to the position at the employee's current GS grade and salary.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

LEADING INTELLIGENCE INTEGRATION

Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities (MDRs)

Lead and provide oversight to complex Office of the Director of National Intelligence (ODNI) facilities projects or programs ensuring alignment with corporate objectives, including those projects or programs with ill-defined requirements, parallel tasks, multiple dependencies, high risks, and multiple interfaces: lead the scheduling and prioritization of work tasks and prioritize critical activities for facilities projects from initiative to completion

Supports the Director of IC Facilities and Logistics in the oversight, direction and professional development of its assigned staff, and the development, management and execution of its authorized budget.

Performs personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.

Represents the ODNI or Office on IC Facilities and Logistics matters and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, United States Government, and oversight organizations (e.g., Congress and OMB), as needed, to meet mission objectives

Facilitates the development, enhancement, integration, standardization, and the leveraging of IC resources to increase the IC's coordination, collaboration, and sharing of data and IC facilities, logistics, TAM, and environmental energy capabilities.

Provides leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder facilities and logistics requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community organizations in order to meet stakeholder requirements.

Oversees the financial planning, budgeting, and execution of NIP-related activities for IC Facilities and Logistics.

Manages, leads and develops dynamic and long-term IC Facilities and Logistics planning efforts in the current and anticipated planning structure.

Mandatory and Educational Requirements

Superior ability to manage complex engineering/construction facilities projects, architecture studies and projects, and building operations as well as the ability to oversee the management of multiple facilities and oversee maintenance and operations.

Superior ability to plan, organize, and direct facility construction projects, budgets, leases, expenditures, maintenance, and repairs related to buildings.

Expert ability to read and interpret blueprints, schematics, construction specifications, and other facilities documents, and make informed decisions regarding the interpretations of this information.

Expert knowledge of American with Disabilities Act standards, the Occupational Safety Health Administration, and Environmental Protection Agency regulations, safety measures, and Architectural/Engineering Codes.



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Expert knowledge of Congressional and OMB information needs and reporting requirements, capital projects, policies, processes, and procedures, as well as expert knowledge of space management, programming, building design, construction, and maintenance.

Expert knowledge of Computer Automated Facility Management Systems as well as Building Automated Systems for multi-site locations.

Superior ability to develop financial forecasts, conduct analysis, and lead facility projects concerning space management, design, bids, awards, construction, occupancy, and warranty within the ODNI.

Superior communication, interpersonal, networking, and analytical skills; superior ability to effectively manage competing priorities while adhering to strict guidelines; and superior ability to work effectively, independently, and also in a collaborative environment.

Minimum Qualifications

Demonstrated superior experience leading a diverse workforce, providing career development and transparent work performance evaluations/assessments.

Expert knowledge and demonstrated experience applying program management principles and methods to plan and execute complex projects, including developing new methods, approaches and procedures.

Demonstrated expert abilities to manage multi-million dollar projects, initiate estimate resource requirements, define milestones and deliverables, monitor activities, and evaluate and report accomplishments.

Expert knowledge in facilities, logistics, TAM and/or environmental energy laws, policies, planning and processes.

Superior Ability to communicate effectively and efficiently in a clear and concise manner to a wide range of audience, and present ideas and concepts, explain projects and programs, briefing activities, and provide guidance to the workforce.

Proven expert interpersonal, organizational and problem solving skills, including superior ability to work effectively both independently and in a collaborative environment.

Expert Knowledge and experience related to business transformation, in particular how to establish efficiencies in the procurement and occupation of facilities across the Federal government, as well as logistics and asset management programs.

Minimum five years of work experience in facilities, logistics, total asset management, and/or environmental energy management.

Bachelor's Degree in Engineering, Logistics Management, or a related Facilities/Logistics field from an accredited institution.

Desired Requirements

Master's Degree in in Engineering, Logistics Management, or a related Facilities/Logistics field from an accredited institution.



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Professional Project Management Certification and/or National Property Managers Association Certification.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3888

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



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Agency Contact Information

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1277 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.